

Information for Authors

Requirements for Contributions. (1) Member of the *Kitasato Igakukai*, (2) Persons who have received an invitation to contribute an article to the journal from the editing committee, or (3) Persons who have received both the approval of teachers of the Kitasato University School of Medicine and the editing committee. The manuscript is not under consideration by another publication, and its essential substance, tables, and figures have not been previously published.

Submission. Hard copy submissions with disk should be mailed to the editorial office. E-mail submissions may only be sent with prior approval by the Editors.

Ethics of publication. Human and nonhuman experimentation. Authors must follow the ethical standards for human experimentation, which were established by the Declaration of Helsinki (World Medical Association Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. *JAMA* 1997;277:925-6). It is assumed by the editors that a manuscript emanating from a particular institution is submitted with the approval of the requisite authority. Human experimentation that requires the authors' institutional approval must have this approval before the experiment is started. Institutional approval must be indicated in the Materials and Methods section of the submitted manuscript.

Reports of experiments on animals or other species must state in the Materials and Methods section of the manuscript that the guidelines for the care and use of the animals approved by the authors' institution were followed. The type of animals or other species used in an investigation must be named in the Title, Abstract, Key words, and Materials and Methods sections of the manuscript.

Privacy and Informed Consent. Authors must omit from their manuscripts any identifying details regarding patients and study participants, including patients' names, initials, social security numbers, or hospital numbers. Patient details may be included only if reporting the details is essential for scientific purposes and authors obtain written informed consent for publication from the patient or parent or guardian. Authors should indicate in their manuscripts that they have obtained informed consent.

Estimating length of manuscripts. The length of text material (Introduction through the Discussion section) in manuscripts accepted for publication can be up to 4,000 words. A text of more than 5,000 words can seldom be accepted, especially if tables and figures are included. The average manuscript of 2,000 words of text with Abstract, Tables, Figures, and References makes an approximately 6-page article in the journal. An average 2,000-word text makes approximately 8 pages of manuscript with the required 2-cm (1-inch) margins (approximately 250 words per page). A table or figure that occupies both columns of half a page is equivalent to approximately 500 words in the manuscript. Thus, if a greater number of illustrations and tables are used, the length of the text should be adjusted accordingly.

Authorship. There may only be one lead author (i.e., first author) for each manuscript. Each author must qualify by having participated actively and sufficiently in the study that is being performed and reported. The inclusion of each author in the authorship list of a report is based only (1) on substantial contributions to (a) concept and design, or analysis and interpretation of data and (b) drafting the manuscript or revising it critically for important intellectual content, and (2) on final approval by each author of the version of the manuscript. Conditions 1 (a and b) and 2 must both be met. Others contributing to the work (including participants in collaborative trials) should be recognized separately in the Acknowledgment. **In the cover letter that accompanies the submitted manuscript, it must be confirmed that all authors fulfilled both conditions.** The usual number of authors permitted on regular articles is 8. On Brief Communications 5 authors are permitted, on Case Reports 5, and on Letters to the Editors 3.

Conflict of interest. Authors are expected to inform the editor, in a letter accompanying the submitted manuscript, of any commercial association that might pose a conflict of interest, such as ownership, stock holdings, equity interests and consultant activities, or patent-licensing situations. Such information is confidential, is not given to the consultants, and does not play a part in the decision of the quality or timeliness of the manuscript. If the manuscript is accepted, the author and the editor will determine how best to release the information. The usual and customary listing of sources of support and institutional affiliations on the title page is proper and does not imply a conflict of interest; only where there is a possible conflict of interest is the author(s) expected to inform the editor.

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Permission. Direct quotations, tables, or figures that have appeared in copyrighted material must be accompanied by written permission for their use from the copyright owner and original author along with complete reference information. Photographs of identifiable persons must be accompanied by signed releases. If not, all recognizable features must be masked.

Native check. Each manuscript must be checked by a native English speaker before submitting it to the editorial office to expedite the review process.

Checklist. The checklist that appears with the copyright statement must be fully completed by the author(s) and sent with each submitted manuscript. A more complete description of each item that must be checked is provided under the following appropriate heading. *The checklist must be completed in full for the submission to be considered.*

Reviewers. Manuscripts will be reviewed by at least 2 reviewers for editorial consideration. These reviewers will be determined by the editor(s).

Reprints. The corresponding author will receive from the publisher a price schedule and order form at the time of publication.

Requirements for the preparation of manuscripts. The requirements for manuscripts submitted to the Journal generally conform to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," established by the International Committee of Medical Journal Editors (<http://www.icmje.org/>). Manuscripts must be submitted in English, with a font size of 11 or larger, with 2-cm (1-inch) margins at the top, bottom, and sides. Number pages consecutively at the bottom center in the following order: title page, abstract, text, references, figure legends, figures, and tables. The author(s) accepts responsibility that the electronic file is correct, upon submission, revision, and acceptance. Handwritten page numbers are acceptable on figures and tables.

Title page. The title page (page 1) should contain in sequence the title (concise and suitable for indexing purposes); author line with first and last name of each author; city, state or prefecture, and country if other than Japan; division, or department, and institution; presented line, if applicable; disclaimers, if any; name, address, business and home telephone numbers, fax number, and e-mail address of author to whom requests for reprints should be addressed (if reprints will not be available, it should be so stated); and the same information of the author responsible for correspondence concerning the manuscript if different from the author to whom reprint requests are addressed. A running title of not more than 45 characters with spaces should also be provided. List sources of financial support, e.g., Grant-in-Aid and commercial grants.

Abstract page, including key words/phrases. On the manuscript (page 2), type the abstract, double spaced, with the required margins and headed by the title of the article and name(s) of author(s). Below the abstract list 3 to 5 key words or short phrases for indexing purposes. A structured abstract, limited to 200 words, is required for original papers and should contain the following major headings.

Objective(s). Reflects the purpose of the study, that is, the hypothesis that is being tested.

Methods. Include the setting for the study, the subjects (number and type), and the methods.

Results. Include the outcome of the study and statistical significance, if appropriate.

Conclusion(s). States the significance of the results.

Abbreviations. Only standard abbreviations are acceptable. Consult the *Scientific Style and Format* by the Council of Biology Editors (<http://www.cbe.org/>) or the AMA's *Manual of Style*. Abbreviations in the title are not acceptable and they should be avoided, if possible, in the abstract. In the text they should be kept to a practical minimum. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Text. Do not hesitate to write your manuscript in the first person and active voice if they are more appropriate to the information you wish to convey. The passive voice is generally more effective for describing techniques or observations, since the emphasis is on the "action" rather than on the person performing the action.

Although not appropriate for some types of articles, regular articles are customarily organized into sections and identified with the following headings.

Introduction. State concisely the purpose and rationale for the study and cite only the most pertinent references as background.

Materials and Methods. Briefly describe (but in sufficient detail to permit others to repeat the study), the plan, the patients, experimental animals or other species, materials, and controls, the methods and procedures utilized, and the statistical method(s) employed. The generic, chemical or proprietary names of drugs may be used. If the generic or chemical name is used, authors may, if they desire, insert the proprietary name in parentheses after the first mention in the text, with the name of the manufacturer, city, prefecture, and country if other than Japan. In describing the statistical analyses, authors must clearly state which tests were used to evaluate a specific data set. When data are presented in tabular form, the statistical test used to evaluate the data should be indicated with a footnote for each test use.

Results. Present the detailed findings. Include mentions of all tables and/or figures. Figures and tables should supplement, not duplicate, the text; presentation of data in either one or the other will suffice. Emphasize only your important observations; do not compare your observations with those of others. Such comparisons and comments are reserved for the Discussion section.

Discussion. State the importance and significance of your findings, but do not repeat the details given in the Results section. Limit your opinions to those strictly indicated by the facts in your report. Compare your finding(s) with those of others. No new data are to be presented in this section.

Acknowledgment(s): Acknowledge only persons who have made substantive contributions, and declare any financial support.

References: Number references consecutively in the order in which they are mentioned in the text. Use the form of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Available at: <http://www.icmje.org/>. Accessed June 7, 2006. Journal titles should conform to the abbreviations used in Cumulated Index Medicus.

Examples (If 3 or fewer authors, list all 3; if more than 3 authors, list 3 followed by et al.)

JOURNAL examples:

1. Hockertz S, Emmendorffer G, Scherer G, et al. Acute effects of smoking and high experimental exposure to environmental tobacco smoke (ETS) on the immune system. *Cell Biol Toxicol* 1994; 10: 177-94.
2. Satoh T, Tollerud DJ, Guevarra L, et al. Chemiluminescence assays for cytokines in serum: Influence of age, smoking, and race in healthy subjects. *Jpn J Allergology* 1995; 44: 661-9 (in Japanese).
3. Falson P. An efficient procedure to dialyze volumes in the range of 10-200 microliters. *Biotechniques* 1992; 118: 20-2.
4. Mosmann TR, Moore KW. The role of IL-10 in cross regulation of Th1 and Th2 responses. *Immunol Today* 1991; 12: A49-A53.
5. Okudaira H, Nogami M, Matsuzaki G, et al. T-cell-dependent accumulation of eosinophils in the lung and its inhibition by monoclonal anti-interleukin-5. *Int Arch Allergy Appl Immunol* 1991; 94: 171-3.
6. Health and Welfare Statistics Association in Japan. Annual statistical report of national health condition. *J Health Welfare Stat Suppl* 2003; 50: 392-3 (in Japanese).

BOOK examples:

7. Ledger WJ. Dystocia and prolonged labor. In: Wilson JR, Carrington ER, editors. Volume 8: Obstetrics and Gynecology. St. Louis: CV Mosby; 1987; 474-93.

INTERNET examples:

8. International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Available at: <http://www.icmje.org/>. Accessed June 7, 2006.
9. Code of Federal Regulations Title 45 (Public Welfare) Part 46 (Protection of Human Subjects). Available at: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm/>. Accessed June 7, 2006.

Personal communications and unpublished data if essential, may be used but not as a numbered reference. If used, they are to be referred to, within parentheses, at the appropriate location in the text. The author(s) must obtain written and signed permission for its use from the individual being quoted, and it must *accompany the manuscript upon submission*.

Published abstracts can be used as a numbered reference; however, reference to the complete published article is preferred.

Tables. Tables should be typed on separate sheets of paper, one table to a page, and included at the end of the text. They should be numbered in Arabic numerals, e.g., Table 1. Do not include vertical lines. Each column must have a heading. Each table must be cited in sequence at an appropriate point in the text. Titles should be brief yet indicate clearly the purpose or content of each table, and each column should be precisely defined by headings. Abbreviations and special designations should be explained in a footnote to the table. If a table or any part thereof has been taken from copyrighted material, a footnote to the table must give full credit of the original source. Arrangements must be made with the Editor for elaborate tables because of space limitations.

Figures. The term figure includes all types of illustrations, such as graphs, diagrams, photographs, flow charts, and line drawings. A reasonable number of black and white figures will be reproduced without charge. Color should be used in illustrations only when it illustrates a point that cannot be made in black and white. Figures must be cited consecutively in the text with Arabic numerals. Consistency in size is strongly preferred. Any special instructions regarding sizing should be clearly noted. Freehand lettering is not acceptable. All lettering must be in proportion to the drawing, graph, or photograph. Figure legends should not appear on the figure. Multiple figures on one page are not accepted. Separate figures into sections labeled A, B, C, etc. if applicable.

Hard copy figure/illustration submission. On the back of each figure clearly identify the top, first author, manuscript title, and figure number. Do not use paper clips. All original or hard copy illustrations must be submitted on glossy or photographic printer paper. Any patterns or shadings must be dark enough for reproduction and distinguishable from each other. Lines, symbols, and letters should be smooth and complete.

Original drawings, appropriately done in black India ink, x-rays, and other materials must be submitted as glossy prints with good black-and-white contrast.

Color photos must have a color balance consistent in lighting and film speed. Please note that 35-mm transparencies are enlarged to twice their original size. Polaroid prints are not acceptable.

Computer-generated figures must be legible, clearly printed with laser jet ink, full size at 350 dpi or greater full-page resolution, on photographic printer paper. Dot matrix prints and photographic halftones are not acceptable.

For *color computer-generated figures*, colors must be dark enough and of sufficient contrast for reproduction. With the exception of fluorescent colors, all colors can be reproduced in four-color figures. The preparation and submitting of color prints should follow the preceding guidelines for computer-generated figures.

Digital images. Digital images are printed in high-quality or on glossy photographic paper. All digital images are to be stored on a floppy disk or other media with a minimum size of 12 cm on EPSF or TIEF files. Graphic software such as Photoshop or Illustrator should be used for drawings. Do not use presentation software, such as PowerPoint, Corel Draw or Harvard Graphic, or word processing software such as Microsoft Word to make drawings. The graphic mode should be at least 350 dpi for both black and white and color pictures. Highly detailed pictures should be 700 or 1,400 dpi.

Figure legends. Legends for all figures must be typed together in numeric order double spaced on one sheet of paper (or more if necessary) separate from the text of the manuscript. This page must be numbered in sequence after the references. Titles should be included in the legend, not on the print. Original magnifications should be provided. If a figure has been taken from copyrighted material, the legend must give full credit to the original source.

Japanese abstract. We invite all authors to submit a Japanese translation of their abstract, for publication in *KITASATO MEDICINE* (北里医学) along with their submission of their English manuscript. Please submit the Title, Authors, Department, University or Institution, Abstract, and Key Words. Please see the Japanese Information for Authors *KITASATO MEDICINE* (*Kitasato Igaku*) 5(4) and (10) ② & ③.

Recommendations for certain types of manuscripts

Regular research articles. Limit of 8 authors (unlimited in the case of a thesis) (multi-center studies limited to 12), maximum of 5,000 words, and 50 references. Include structured abstract, of 200 words maximum and 3 to 5 key words/phrases for indexing purposes. If tables and/or figures are used, an equivalent number of words must be deducted from the total (see "Estimating Length of Manuscript").

Case Reports and brief clinical and basic science communications. Limit of 8 authors, 1,800 words, 30 references. Include an unstructured abstract form, of 200 words maximum, and 3 to 5 key words/phrases for indexing purposes. If tables and/or figures are used, an equivalent number of words must be deducted from the total (see "Estimating Length of Manuscript").

Reviews. Limit of 8 authors and 6,000 words or approximately 16 to 18 pages plus tables and illustrations (see "Estimating length of manuscripts"). Include an unstructured abstract format of 200 words and 3 to 5 key words/phrases. The 50 reference limit does not apply to Reviews. Reviews cannot contain any new, unpublished information and may not be combined with other manuscript types.

Letters to the Editors. The only type of letter to be considered is one that comments on an article published in the Journal. The letter should be brief, directly related to the published article, and submitted within 90 days from the

publication date of the specified article. The reference limit is 4, with the requirement that the related article is 1 of the 4 references. Letters are to be emailed to the Editorial Office as an attached word or text file; if e-mail is not possible, the letter should be submitted to the Editorial Office, on disk with 2 hard copies. Letters are to be double-spaced and limited to a maximum of 400 words (excluding references, name[s] and address[es] of the author[s], and the phrase "To the Editors"). The editorial staff reserves the right to shorten letters if necessary and to make minor editorial alterations without reference to the writer. Letters may be published together with a reply from the original author. If the original author does not respond the following notation will be published, "Response declined." Because space for letters is limited, only a selection of letters submitted may be published.

CHECKLIST

The checklist and copyright statement forms must be sent with each submitted manuscript. The forms may be torn or copied from the journal.

General

- The manuscript has been submitted on disk with three hard copies of the manuscript.
- The word count is _____, which includes the abstract, text, tables, figure legends and references.
- The completed checklist and copyright statement signed by ALL authors accompanies the manuscript.
- The local institution as stated in the Materials and Methods section has approved human experimentation.
- If applicable, approval from the Ethics Committee for _____ was obtained on _____. (date)
- Guidelines for the care and use of animals or other species approved by the institution have been followed as indicated in the Materials and Methods section. It is recommended that the species be named in the Title, Abstract, Key Words, and Materials and Methods section.
- The cover letter with essential information is with the manuscript. Essential information may include, but is not limited to: Authorship, Conflict of interest, Previous Publications, and IRB approval.
- All elements of the manuscript are typed in English, double-spaced, with a font size of 11 or larger, and 2-cm (1-inch) margins at the top, bottom, and sides.
- All pages are numbered in the following order: title page, abstract, body of the text, acknowledgments, references, figure legends, figures and tables.
- Signed, written permission from both the copyright holder and the original author for the use of tables, figures, or quotations previously published and their complete references are enclosed with the manuscript.
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- The manuscript has been checked by a native English speaker.

Authorship

- In the cover letter that accompanies the submitted manuscript I/we have confirmed that all authors fulfilled both conditions required for authorship.
 - The following authors are government employees thus exempt from the copyright statement.
-

Conflict of interest

- In the cover letter that accompanies the submitted manuscript the commercial association of the author or of any coauthors that might pose a conflict of interest is described.

Title page

- The following elements are given in the following sequence and are typed double-spaced between lines and single-spaced between words and after each comma and period.
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 - Name(s) of the institution(s), section(s), division(s), department(s) in which the study was performed is provided and the institutional affiliation(s) of the author(s) at the time of the study.
 - Acknowledgment of financial support.
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Abstract and Key words or short phrases

- The abstract is typed on page 2 headed by the title and author(s) name(s). Beneath the abstract 3 to 5 key words or short phrases are typed.
- A structured abstract, of 200 words or less, is required for regular research articles. The abstract contains the 4 required major headings: Objective(s), Methods, Results, and Conclusion(s) each with a clear and concise presentation.
- An unstructured abstract is required for Review articles, Case Reports and brief communications of up to 200 words.

References

- Are double-spaced between lines; single-spaced between words and after each comma and period. No spaces after the semicolon and colon separating the year, volume, and page number.
- Are numbered consecutively in the order they are cited in the text.
- The format of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" is used. Examples shown in Information for Authors have been followed.
- Personal communications and unpublished observations are not used as numbered references but are mentioned in the text with the written approval of the person being quoted. The signed approval is enclosed.

Tables

- Each table is headed by a title and numbered in Arabic numerals and all are to be cited in numeric sequence in the text.

Figures

- Each is numbered with an Arabic numeral and cited in numeric sequence in the text.
- Figure legends do not appear on the figure. Consistency in size has been maintained. (Complete information about figure requirements may be found in the Information for Authors.)

Figure Legends

- Are provided for each figure and are numbered and typed together in numeric order on the page(s) following the References.
- Contain full credit to the original source of any copyrighted figures.

Japanese abstract

- A Japanese abstract (the Title, Authors, Department, University or Institution, Abstract, and Key Words), is provided for publication in 北里医学.

The Kitasato Medical Journal

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